

**GOVERNOR'S WORKFORCE INVESTMENT BOARD  
ACCOUNTABILITY COMMITTEE MEETING  
RED LION COLONIAL HOTEL, HELENA  
SEPTEMBER 1, 2004**

**DRAFT MINUTES**

**ACCOUNTABILITY COMMITTEE MEMBERS PRESENT:** Diane Harkins, Gary Willis, Byron Roberts

**STAFF:** Pam Watson, Penney Clark

**GUESTS:** Gary Warren, Joe Nevin, Connie Kinsey, Leslie Duffy, Suzanne Payton, Todd Younkin, Annette Miller, Rebecca Clark, Ken Switzer, Senator Perry, Linda Moodry.

**I. Call to Order, Welcome and Overview of Meeting Structure**

Chair Diane Harkins called the meeting to order at 1:00 PM and reviewed the meeting agenda. Gary Willis moved to approve the minutes from the conference call in April, Byron Roberts seconded. The minutes were approved.

**II. Snapshot 2004 – Montana's Workforce Development System**

Diane Harkins and Pam Watson gave a detailed review of the document. The final line on the document will serve as a scorecard for the various programs. The Integrated Performance Information (IPI) group is working on performance measures which will be used to measure system performance across all programs. Historical data will be added to the document in future years. The committee thanked Pam Watson and Kelly Chapman for their efforts in producing this document.

Chair Harkins asked for public comment. It was suggested that a total dollar amount for funding should be added to the document. This dollar amount will be included in the presentation of the document to the full board at tomorrow's meeting.

**III. IPI Project Update/Status Report**

Diane Harkins and Pam Watson gave a summary and an update on the IPI Project. There are two teams, a technical team and a policy team. The teams are in the process of finalizing a draft blueprint. They are looking at collecting and sharing information and disseminating that information. The intent is to collect all of the data in a data warehouse to integrate into performance measurements system-wide. The blueprint will be tailored to Montana's workforce system, and the committee will keep in close touch with this group.

Chair Harkins asked for public comment. Gary Warren advised the committee that the National Governor's Association (NGA) is having other states take a look at this also.

The Committee agreed to deliver a report to the full board tomorrow.

#### **IV. Labor Market Information (LMI) Grant – USDOL’s Vision for Integrating with the SWIB**

Annette Miller from the Department of Labor, Research and Analysis Bureau, presented a report on the LMI grant and reviewed the grant process with the committee.

According to new requirements from the US Department of Labor, the State Board is to have a more active role in determining the Labor Market Information products produced by the Research and Analysis Bureau. Due to a short time frame, Ms. Miller prepared a draft plan for 2004-05, and distributed it to committee members for review and comment. She will also present the draft to the full board tomorrow, and advise there is a comment period open through September 16<sup>th</sup>. Public comments need to be received as soon as possible as the deadline is September 30, 2004.

#### **V. Future Projects**

What to measure and how to measure in order to add the final line to the Snapshot 2004 were discussed. Finishing the IPI project was also discussed, what the committee could offer to the Board and the education process. The IPI project team is meeting on October 6<sup>th</sup>, so here will be a report to the committee at their next meeting.

#### **VI. Next Meeting Date**

A committee meeting will be held via conference call after the IPI meeting. Pam Watson will contact committee members and set up a meeting date and time.

#### **VII. Adjournment**

The meeting adjourned at 2:05 PM.

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Diane Harkins, Chair

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Date